



DEPARTMENT OF THE NAVY

NAVAL HOSPITAL

BOX 788250

MARINE CORPS AIR GROUND COMBAT CENTER

TWENTYNINE PALMS, CALIFORNIA 92278-8250

IN REPLY REFER TO:

NAVHOSP29PALMSINST 6710.1B

Code 0107

25 July 1997

NAVAL HOSPITAL TWENTYNINE PALMS INSTRUCTION 6710.1B

From: Commanding Officer

Subj: REQUISITIONING OF SUPPLIES, EQUIPMENT AND SERVICES

Ref: (a) NAVSUPINST 4200.85C
(b) NAVSO P-1000, Vol 2

Encl: (1) Requisition Procedures Manual

1. Purpose. To promulgate procedures for requisitioning supplies, equipment and services.
2. Cancellation. NAVHOSP29PALMSINST 6710.1A.
3. Background. References (a) and (b) provide procedures for acquiring supplies and services at the field activity level. This instruction will serve as a desktop reference for Departmental Supply Petty Officers.
4. Policy. It is command policy to strictly adhere to the regulations regarding procurement of supplies, equipment and services.

5. Action

a. Directors shall ensure personnel having authority to commit OPTAR funds have a signed memorandum on file in the Materials Management Department which authorizes the dollar amount and the priority the individual may approve.

b. Department Heads shall:

(1) Assign a primary and alternate Departmental Supply Representative in writing and ensure the member is properly trained by the Materials Management Department prior to assuming the duties. Training will take place in the Materials Management Department and will take approximately three days.

(2) Ensure requisitions contain realistic "required delivery dates".

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(3) Ensure the proper priority designations are used, with particular emphasis on priority "03" and "06" requests.

(4) Ensure supplies and equipment are not hoarded or stockpiled beyond that which can reasonably be used.

(5) Ensure either the Primary or Alternate Supply Representative attends the monthly Supply Representative meeting.

(6) Take all steps possible to ensure "unauthorized Commitments" are not made.

c. Departmental Supply Representatives shall:

(1) Attend the initial three day training in materials management.

(2) Ensure all purchase requests are prepared and routed according to the procedures specified in enclosure (1).

(3) Attend the monthly Supply Representative meeting.

d. Head, Materials Management Department shall:

(1) Ensure all items procured are in strict accordance with applicable laws, regulations and directives.

(2) Ensure all items are procured expeditiously and/or stocked in sufficient quantities to meet the command's mission.

(3) Ensure requisition authority delegation by the Directors is strictly enforced.

(4) Coordinate a monthly Supply Representative meeting to communicate current information.

(5) Provide initial training for newly assigned Departmental Supply Representatives.

e. All hands shall make every effort to ensure materials are used in the most efficient manner and to ensure all incidents of fraud, waste and abuse are reported.

6. Applicability. This instruction is applicable to all personnel aboard Naval Hospital, Twentynine Palms, CA.

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7. New or Revised Forms. Customer Order Form (NAVHOSP29PALMS Form 6700/07); Storeroom Addition Form (NAVHOSP29PALMS Form 6700/08); Storeroom Deletion Form (NAVHOSP29PALMS Form 6700/12); Customer Service Requisition (NAVHOSP29PALMS Form 1149/1); Office Supply Order Form (NAVHOSP29PALMS Form 10460/1A); Sole Source Justification Form (NAVHOSP29PALMS Form 4380/25); Purchase Order IMPAC CARD PO Form (NAVHOSP29PALMS Form 6710/31); Requisition #N35949- Form (NAVHOSP29PALMS Form 6710/32 are available through Central Files.



R. S. KAYLER

Distribution:
List A

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REQUISITION
PROCEDURES
MANUAL

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CHAPTER 1

SOURCES OF SUPPLY

1. There are a variety of sources for supplies and materials. Material Management Department must select the most appropriate, economical and expeditious means for acquiring the item. The following sources of supply are used by the Material Management Department:

a. Storeroom Stocked Supplies and Materials. A storeroom containing over 280 separate items, both medical and nonmedical, of a recurring usage nature, is maintained as Pre-expended Supplies on the shelves of the Material Management Department. The storeroom is located on the first floor of the Naval Hospital. This material is purchased by the Material Management Department and is available for issue, at no cost, to the various departments within the Command.

b. Pre-Expended Administrative/Office Supplies. The Material Management Department maintains a limited range of common use administrative and office supplies issued to departments at no cost.

c. Standard Stock. Also called Federal Stock and "DTO" (Direct Turnover Ordering). These are equipment items, supplies and materials (of a one-time nature) which are not available in the local storeroom inventory system. They are stocked in government warehouses located throughout the country. These items are purchased with departmental OPTAR funds.

d. Self Service Store. A type of federal stock, mostly of an administrative nature. The local Self Service Store is located in Building 1102 and is operated by the Marine Corps Air Ground Combat Center. These items are purchased with departmental OPTAR funds.

e. Federal Supply Schedule (FSS). A type of contract the federal government has established with commercial contractors that are on General Services Administration (GSA) and Veterans Administration (VA) schedules. These items are purchased with departmental OPTAR funds.

f. Open Purchase. Includes all commercial vendors without FSS contacts. These items are purchased with departmental OPTAR funds.

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g. Prime Vendor Ordering. Material purchased through a sole source vendor that has agreed to provide items for the government at an economical price. Prime Vendor contractors provide large volumes of material for several commands in a region or worldwide, thus enabling high volume contracts. Current Prime Vendor contracts are established for Medical Surgical Supplies, Pharmaceuticals, and Food Service. Material can be custom fitted to the department's own needs. Those items are purchased with departmental OPTAR funds.

2. The Material Management Department maintains a complete technical library of catalogs containing description and pricing information on most equipment, supplies and materials utilized by the Command. Each member of the staff is invited to avail themselves of the technical library as well as personal assistance by purchasing personnel, as needed, to research the variety of items available.

CHAPTER 2

PRIORITY DESIGNATIONS

1. The Hospital uses three priorities, 03, 06 and 13. The purpose of identifying a priority is to indicate the urgency of the requirement. A priority designator must be assigned to each requisition. The following is an explanation of each priority:

a. Priority 03 (1 to 7 days)

(1) Immediate requirement for patient or patients under treatment and without which treatment cannot continue. Also, for prolonging life; relieving avoidable suffering; expediting recovery in case of injury, illness or disease; or avoiding or reducing the impact of epidemics or similar potential mass illness or diseases when the probability is imminent.

(2) Immediate requirement for the repair or replacement of diagnostic or therapeutic equipment which is essential to the mission of the activity.

(3) Immediate requirement for the acquisition, repair or replacement of patient support material without which, the activity cannot continue care of patients under current active treatment and No professionally acceptable alternative is available.

(4) Priority 03 requests may be approved by Department Heads.

NOTE: Priority "03" requests must be accompanied by a statement justifying the need for this priority and the impact to patient care or your mission if it is not procured within seven days.

b. Priority 06 (7-14 days)

(1) Urgent requirement for a patient or patients under treatment or scheduled for treatment and for whom treatment may not be delayed.

(2) Urgent requirement for an item used in treatment of emergency cases, and without which adequate and appropriate emergency treatment cannot be rendered.

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(3) Urgent requirement for the scheduled repair or replacement of diagnostic or therapeutic equipment which is essential to the mission of the activity.

(4) Urgent requirement for the acquisition, repair or replacement of patient support material, the lack of which will impair the mission of the Command.

(5) Priority 06 requests may be approved by Department Heads.

NOTE: Priority "06" requests must be accompanied by a statement justifying the need for this priority and the impact to patient care or your mission if it is not procured within 14 days.

c. Priority 13 (14 - 31 days).

(1) Routine stock replenishment and other requirements.

(2) Priority 13 requests may be approved by Department Heads and Division Officers.

d. Requisitions received without a priority designation will be canceled.

2. Upgrading priority designations. Sometimes it is necessary to upgrade the priority designation of a purchase request in order to expedite delivery of material or supplies. When this becomes necessary, the following procedures must be followed:

a. Submit a memorandum using the format in Appendix A.

NOTE: The memorandum must state the reason(s) why the priority must be upgraded and the impact it will have on patient care or your ability to complete your mission if it is not upgraded.

b. The memorandum must be signed by the same person who signed the original purchase request.

NOTE: If the originator of the purchase request does not have the authority to sign for the priority you are requesting, it must also be signed by the person in your chain of command who can sign for the higher priority.

CHAPTER 3

STOREROOM MANAGEMENT

1. Ordering Storeroom Stocked Items. The Materials Management Department storeroom is your first source of supply and must be used if the supplies you need are in inventory.

a. A Customer Order Form (NAVHOSP29PALMS Form 6700/07) Appendix B is used to order storeroom stocked items.

b. Please keep in mind, storeroom stocked items should be ordered on a weekly basis as the storeroom is set up to handle small repetitive orders vice large, infrequent orders.

c. Routine orders submitted to the Materials Management Department by the close of business on Friday will be processed, filled and delivered on the following Tuesday.

d. Requests for supplies may be obtained on a walk through basis if an emergent situation arises. The following procedures must be followed:

(1) Complete a Customer Order Form (NAVHOSP29PALMS Form 6700/07) Appendix B.

(2) Department Head prepare a memorandum stating why this must be a walk through and the impact it will have if you have to wait for the routine delivery.

(3) Hand carry the Order Form and the Department Head Memorandum to the Material Management Department and stand by while the item is pulled from inventory.

2. Ordering Pre-Expended Administrative/Office Supplies

a. Most common use administrative supplies are available from the Materials Management Department storeroom. These items may be ordered using the following procedures:

(1) Complete the Office Supply Order Form (NAVHOSP-29PALMS Form 10460/1A), Appendix C.

(2) Bring to the Materials Management Department between 0800 - 0900 and 1400 - 1500 Monday thru Thursday, 0800 - 1100 Friday.

(3) Orders will be filled while you wait.

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3. ADDITIONS AND DELETIONS TO STOREROOM STOCK

a. The Materials Management Department periodically reviews storeroom stock issues in order to identify items what should be deleted from warehouse stock. Items will also be considered for addition or deletion to stock if requested by a department in writing. The following procedures are used to request addition to or deletion of items from storeroom inventory:

(1) Complete Storeroom Addition Form, (NAVHOSP29PALMS Form 6700/08), Appendix D or Storeroom Deletion Form (NAVHOSP29PALMS Form 6700/12) Appendix E as applicable.

(2) Forward to the Head, Materials Management Department.

b. The Head, Materials Management Department will review the requests and make an assessment of stocking feasibility based on space constraints and validity of request.

4. If adequate space exists in the storeroom for requests received, the Head, Materials Management Department may elect to add items to inventory.

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CHAPTER 4

RETURNING SUPPLIES

1. If your department has usable supplies that are not going to be used, follow the steps below:

a. Storeroom stocked material

(1) Trade or give the material to a department that has a need for it.

(2) If trade is not possible and the material has at the minimum a three (3) month expiration date, contact the Warehouse supervisor. Depending on available stock storage space, you may be able to turn it back to the storeroom. Each case will be handled individually.

b. Standard Stock/DTO Material

(1) DTO material will not be accepted by the storeroom. If the material ordered is not the same as the material received or is damaged, a Report of Discrepancy (ROD) will be prepared by the Materials Management Department as long as the dollar amount is over \$100.00.

(2) If the supplies you receive are manufacturer defective, it should be returned to the Materials Management Department, along with a memorandum indicating:

- (a) Stock or catalog number
- (b) Item description
- (c) Name of the manufacturer
- (d) Lot number

NOTE: If you order the wrong stock number the DEPOT may or may not accept the return. Be sure you order the correct stock number.

(3) Usable FSS/Open Purchase material is not to be turned in to Materials Management. If the material you received is not what you ordered, return the material to the Purchasing Division, along with a copy of the Supply and Services Order Form (DD-1155). Purchasing will then contact the distributor and arrange an exchange for the correct material.

CHAPTER 5

PURCHASE DESCRIPTIONS

1. Purchase descriptions are descriptions of the items being purchased, and are required by Federal Acquisition Regulations for open purchase. The purpose of a purchase description is to preclude the potential for fraud, waste or abuse, to permit the buyer to determine if the price being paid is reasonable and to ensure a buyer purchases the item you need. The purchase description should set forth the essential physical and functional characteristics of the item being purchased, and must include the following if applicable:

- a. Common nomenclature description of the item,
- b. Type of material,
- c. Electrical data, if any,
- d. Dimensions, size or capacity,
- e. Principles of operation,
- f. Restrictive environmental conditions,
- g. Any patents in effect or pending, and
- h. Intended use, including:

- (1) Essential operating conditions

- (2) Equipment with which the item is to be used

- (3) Other pertinent information that further describes the item. Please do not use nicknames.

2. The amount and type of information required in a purchase description will vary according to what is being purchased. For example, most of the listed characteristics will not be applicable in a purchase description for an open purchase consumable supply item, however, in an open purchase for a piece of equipment, many of the listed characteristics of paragraph 1 are applicable and must be part of the purchase description.

3. Declaration on Purchase Requests

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a. All purchase request will require one of three declarations as shown in Appendix F:

(1) The first is safety (one statement from column A). Second is systems items (one statement from column B, and third tradeins (one statement from column C).

(2) If you are only buying one item on the Purchase

b. All equipment purchase requests must also have an appropriate declaration from column B of Appendix F.

4. Equipment trade-ins can take an additional 20 days to contract. Please submit your funded requisition 20 days earlier than normal if your purchase includes a trade-in. Also, if you are considering an equipment trade-in as part of purchasing a replacement, a declaration from column C of Appendix F is required in addition to column A and B declarations.

5. Items Requiring Special Review. Procurement, by purchase or lease, of certain special items requires various levels of review and approval before procurement action can begin. If you are planning to acquire any of the items listed in Appendix G, please check with the Purchasing Section (unless otherwise indicated) for information to properly prepare your Purchase Request.

6. Sole Source Requirement

a. When a purchase is over \$2,500.00, Contracting Officers shall solicit quotations from a minimum of three sources to promote competition to the maximum extent practicable and ensure that the purchase is advantageous to the government, price and other factors considered.

b. When a requesting department desires the material to be purchased from a specific vendor vice having the buyer seek competition, a sole source justification is required regardless of the cost. The sole source "justifies" why only one vendor should be sought. When awards are made on a sole source basis, the requesting department must justify the reason(s) to sole source the requirement. The following are examples of situations where a sole source may apply. However, be specific in your explanation as to the reason why the purchase must be sole source:

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(1) The supply or service is available from only one source of supply.

(2) The sources of supply have patent rights, copyrights or trade secrets that will be affected.

(3) The purchase is for electric power or energy, gas (natural or manufactured), water or other utilities.

(4) The purchase is for parts or components in support of equipment specially designed by the manufacturer and sufficient data is not available to assure that parts or components from another manufacturer will be compatible/equal.

c. Submit your requisition with a completed Sole Source Justification Form (NAVHOSP29PALMS Form 4380/25), Appendix H.

d. If you have repetitive requirements, the same sole source justification can be used over and over again with each new purchase, as long as it remains a bona fide sole source justification. With each new purchase, put the date of the accompanying requisition on the sole source questionnaire, and have the Department Head sign it.

NOTE: Urgency in itself is not an adequate reason to sole source a requirement.

7. If you have any questions or need assistance to get started, do not hesitate to visit or call the Purchasing Division for assistance.

CHAPTER 6

UNAUTHORIZED COMMITMENTS

1. Laws, regulations and policies governing the procurement of supplies, equipment, services and contracts for the government allow only designated contracting officers to purchase material with government funds. An unauthorized commitment occurs when non-designated individuals enter into a contract with a commercial source using government funds. Therefore, by definition, an unauthorized commitment occurs when supplies, services, or equipment are furnished to the Navy as a result of the direction, order or commitment issued by individuals other than properly designated contracting or ordering officers acting within the limits of their authority. This also includes otherwise valid agreements or contractual commitment made by government personnel who do not have the contracting authority or whose otherwise contracting authority is too limited for the acquisition made. WARNING: The Government is not bound by such unauthorized contract awards.

2. Some examples of unauthorized commitments are:

a. When an individual solicits a vendor to supply them with a piece of equipment or materials without the prior knowledge of the designated contracting officer.

b. When a vendor performs services under direction of government employees who lack the authority to commit government funds.

c. When a vendor voluntarily or otherwise is requested to bring material or equipment into the facility and leaves it.
NOTE: The department is required not to accept such equipment.

d. When an individual calls a vendor and requests that equipment or materials be delivered for the purpose of testing, utilizing or evaluating it, without the prior approval of the Commanding Officer, Naval Medical Logistics Command.

3. BE ADVISED !! The consequences of an unauthorized commitment can be significant, ranging from:

a. Being held personally liable for the cost associated with the purchase. If the commitment is authorized and a Contracting

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Officer cannot rectify it, the Government must deny legal liability.

b. Originating activity can lose its purchasing authority.

c. Retro active ratification of a document by an authorized Contracting Officer, of a document, retroactively formalizing a contracting action of:

(1) An individual who acted without contracting authority.

(2) A Contracting Officer who acted beyond his or her delegated authority.

d. An unauthorized commitment may only be ratified when the ratifying official finds:

(1) That the commitment was made in good faith and resulted from an urgent or emergent requirement.

(2) A mistake in fact on the part of government personnel.

(3) Contractor relied on the apparent authority of the officer or employee making the unauthorized commitment.

4. The ratifying official for our Command is the Fleet Industrial Supply Center (FISC), San Diego. This activity is designated to evaluate the claim and the surrounding circumstances and will, when appropriate, ratify the claim administratively, provided such settlement does not exceed \$10,000.00. Claims in excess of that amount will be forwarded to the Naval Supply Systems Command for final processing with an appropriate recommendation. The decision as to what relief, if any, is to be granted depends upon the facts presented and upon the application of the law to those facts. A complete and well-documented file is required prior to FISC taking any action.

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CHAPTER 7

TESTING AND EVALUATION OF MEDICAL MATERIAL AND EQUIPMENT

1. The dynamic nature of medical and dental equipment has created an environment of rapidly changing technology. Limited financial resources prohibit the procurement of new items of equipment for evaluation and comparative purposes. Additionally, equipment items which have proven themselves acceptable for use in one setting (e.g., Continental United States (CONUS) hospital or clinic use) are not necessarily suitable for use in other settings (e.g., shipboard, field, or Outside Continental United States (OCONUS) facilities). Conditions such as motion, dust, electromagnetic interference, temperature extremes, and high humidity affect the performance and reliability of some equipment. The user must be aware of how well an item will tolerate and function in the specific environment in which it will be used.
2. Many vendors will allow their products to undergo an on-site test for evaluation by potential users. Bureau of Medicine and Surgery (BUMED) does not object to this process; however, Naval Medical Logistics Command approval is required prior to accepting medical or dental material for testing. Items which require structural changes or major installations will not be considered under this program.
3. Please contact the Equipment Management Division for specific procedures and further guidance if you are approached by a vendor or would like to test a new product.

CHAPTER 8

OBTAINING SUPPLIES

1. Obtaining Supplies from the Self Service Store. The Self Service Store is located in Building 1102 and carries a variety of administrative and office supplies, tools and cleaning supplies. To obtain supplies from Self Service Store use the following procedures:

a. Complete Self-Service Center Shopping List (NAVMC 10700), Appendix I. A Self Service Store catalog is available on microfiche in the Materials Management Department.

b. Submit the completed form to the Fiscal department and request your Departmental Self Service Store Card.

c. Take completed form and Self Service Store Card to Building 1102 and purchase items.

d. Bring card and original receipt back to the Fiscal Department.

NOTE: You are only authorized to buy the items and the quantities listed on the order form.

2. To obtain supplies from the warehouse stock complete a Customer Order Form (NAVHOSP29PALMS Form 6700/11) Appendix B, and forwards to the Material Management Department.

3. ORDERING STANDARD STOCK/DTO ITEMS. All standard stock items are ordered on a Customer Service Requisition (NAVHOSP29PALMS Form 1149/01) Appendix J. A separate form must be used for each National Stock Number (NSN).

a. Complete a Customer Service Requisition, Appendix J.

(1) Approved requests will be forwarded to Fiscal for funding approval.

(2) Disapproved requests will be returned to the originator.

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c. Appendix K identifies the appropriate boxes to complete when ordering Standard Stock items.

d. All items will be delivered by Material Management Department personnel when they arrive.

4. ORDERING FSS/OPEN MARKET ITEMS

a. FSS and Open market items may only be procured if the item or an acceptable equivalent is not carried in storeroom inventory, pre-expended inventory, or Self Service Store.

b. FSS/Open purchase items are ordered on a Customer Service requisition using the example in Appendix L.

c. All items will be delivered by Material Management Department personnel when they arrive.

CHAPTER 9

AFTER HOURS EMERGENCY PROCUREMENT

1. Material Management Department provides procurement support from 0630 to 1630, Monday-Friday (less holidays). If you need emergency after-hours procurement for a Priority 03 item, follow the below procedures (generally available for Emergency Department or inpatient care only). If you need emergency resupply of an item normally obtained from the Medical Supply storeroom, please contact the Officer of the Day. If the item is not carried in the storeroom, use the following procedures:

a. Never call and place an order with the vendor or manufacturer.

b. Contact the Officer of the Day.

c. Inform the staff member at the OOD's desk of your name, location (unit/clinic), phone number, and that you need emergency open market purchase support.

d. The OOD's staff will contact an individual legally authorized to obligate the Government. This individual will call you, discuss your needs, provide guidance, and (if applicable) come in and place a legal purchase. PLEASE NOTE: This is not a major metropolitan area (like San Diego) and we may or may not be able to find a vendor who can deliver to this area after normal working hours.

e. Micropurchase cardholders are not authorized to use their card for after-hours emergency procurements. A Purchasing Agent must be contacted.

CHAPTER 10

PRIME VENDOR ORDER PROCEDURES

1. The Prime Vendor Program consists of a Pharmaceutical Program, Medical/Surgical Program, and Food Program. The Food Program is reserved exclusively for the Nutrition Management Program. The Pharmaceutical Program is reserved exclusively for the Hospital Pharmacy. Medical/Surgical items are available through Materials Management on a direct turnover basis. Items under this program are ordered in the following manner:

a. Use Appendix L and complete in accordance with the instructions contained.

2. Material Management can tailor a department specific order list that is particular to each department's needs. Use of this list allows the department to fill in quantity and extended price only, without having to complete all the other information normally associated with an open purchase requisition. A sample of this list is contained in Appendix M.

CHAPTER 11

GOVERNMENT-WIDE COMMERCIAL PURCHASE CARD PROCEDURES

1. The Government-Wide Commercial Purchase Card consists of Visa Credit Cards, issued to Department Supply Representatives, and is intended to provide a vehicle for rapid acquisition of required supplies or services by the user. The government-wide program is administered under a GSA contract responsible for account set-up, maintenance, vendor payments and account cancellations.
2. The program is administered locally by the Head, Materials Management who is appointed as Agency Program Coordinator (APC). This individual has sole responsibility for all subsequent appointments, cardholder training, account approvals and account maintenance actions to include cancellations.
3. Procedures to be used by the cardholders are as follows:
 - a. Requisitions shall be forwarded through Materials Management and Fiscal per established procedures. These requisitions may be hand walked by the requisitioner to speed the process. Electronic generation of requisitions is available for this process via a program available from Materials Management. An example of this requisition is contained in Appendix N.
 - b. Once the cardholder has received all applicable approvals on the requisition, a Credit Card Purchase Order will be produced as shown in Appendix O. Cardholders will place purchases via telephone, fax or in person using this form.
4. Cardholders responsibilities shall include:
 - a. Receive proper and adequate training, as directed by the APC, before placing any credit card transactions.
 - b. Inform the APC of any personnel actions pending to include transfers, separations or disciplinary action.
 - c. Become thoroughly familiar with, and use all locally produced Standard Operating Procedures relevant to the Credit Card program as directed by the APC.

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APPENDIX A

6 Jan 1996

MEMORANDUM

From: Head, (Department/Clinic)
To: Head, material Management Department
Subj: UPGRADE PRIORITY FOR REQUISITION NUMBER N35949-94RQ-XX001
Ref: (a) NAVHOSP29PALMSINST 6710.1I

1. Per reference (a), request you upgrade the subject requisition to a priority "03" or "06" (as applicable for the following reason(s)).

a. State the reason(s). (i.e., Patient was just scheduled for surgery and the item is needed, patient had an unscheduled emergency surgery and will need the item before being discharged, etc.).

b. State the impact if not procured, (i.e., patient care will be compromised, clinic will be closed if item is not repaired, cannot operate the hematology lab if reagents are not received, etc.).

2. My point of contact is.....who can be contacted at extension 1111.

Name
Signature

Appendix A
to Enclosure (1)

APPENDIX B

CUSTOMER ORDER FORM
FOR STOREROOM STOCKED ITEMS

ITEM NO	NATIONAL STOCK NUMBER	DESCRIPTION	UNIT OF ISSUE	QTY	QTY ISSUED
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					

POINT OF CONTACT:	DEPARTMENT:	DATE:
EXT #	JON:	
	AUTHORIZING SIGNATURE:	

APPENDIX C

NAVAL HOSPITAL
TWENTYNINE PALMS.CA
OFFICE SUPPLY ORDER FORM

DEPARTMENT: _____ NAME: _____ DATE: _____

ITEM NAME	UI	ITEM NAME	UI	ITEM NAME	UI
BINDER 1"	EA	MARKER, FELT GREEN	6/PG	STAND, CALENDAR TYPE I	EA
BINDER 3"	EA	MARKER, FELT RED	6/PG	STAND, CALENDAR TYPE III	AA
BINDER LABEL HOLDERS 1"	BX	MARKER, FELT YELLOW	6/PG	STAPLER, STANDARD	EA
BINDER LABEL HOLDERS 2"	BX	MARKER, FINE BLACK	6/PG	STAPLES, STANDARD	BX
BOOK, APPOINTMENT WEEKLY	EA	MARKER, FINE GREEN	6/PG	TABS, PLASTIC BLUE	BX
BOOK, MEMORANDUM	EA	MARKER, FINE RED	6/PG	TABS, PLASTIC CLEAR	BX
BOOK, RECORD LARGE	EA	MARKER, FINE YELLOW	6/PG	TABS, PLASTIC RED	BX
BOOK, RECORD MEDIUM	EA	PAD, STAMP	EA	TAPE, 1" SCOTCH	RO
BOOK, RECORD, SMALL	EA	PAD, STENO	EA	TAPE, CORRECTION	
				SELF ADHESIVE	RO
CALENDAR, 3-MONTH	EA	PADLOCK, SMALL OR LARGE	EA	TAPE, EMBOSSING BLACK	RO
CALENDAR, BACKING DESKTOP	EA	PAPER, PUNNCH 2 HOLE	EA	TAPE, EMBOSSING, BLUE	RO
CALENDAR, APPT. BOOK	EA	PAPER, PUNCH 3 HOLE	EA	TAPE, EMBOSSING GREEN	RO
CALENDAR, DESKTOP	EA	PAPER, CARBON	PG	TAPE, EMBOSSING GREY	RO
CALENDAR, TYPE I	EA	PAPER COMPUTER	BX	TAPE, EMBOSSING RED	RO
		8.5" X 11" 1 PART			
CARD, INDEX 3" X 5"	HD	PAPER, COMPUTER	BX	THUMBTACKS	BX
		8.5" X 11" 3 PART			
CARD, INDEX 5" X 8"	HD	PAPER, COMPUTER"			
		14.7/8" X 11	BX	FILLED BY:	
CLIP, BINDER LARGE	BX	PAPER, CALCULATOR	RO		
CLIP, BINDER MEDIUM	BX	PAPER, WHITE LINED	PD		
CLIP, BINDER SMALL	BX	PAPER, YELLOW LINED	PD		
CLIP, PAPER	PG	PAPER, YELLOW LINED	PD	DATE:	
ENVELOPE, BROWN 12X16"	12/PG	PAPER, XEROX	BX		
ENVELOPE, BROWN 4X9"	12/PG	PEN, BALLPOINT BLACK	DZ		
ENVELOPE, BROWN 9.5X12"	12/PG	PEN, BALLPOINT RED	DZ	RECEIVED BY:	
ENVELOPE, MESSENGER	12/PG	PENCIL NO. 2	DZ		
ENVELOPE, WHITE PLAIN	12/PG	POST-IT, LARGE	PD		
ENVELOPE, WHITE PRINT	12/PG	POST-IT, MEDIUM	PD		
ERASER	EA	POST-IT, SMALL	PD	DATE:	
EYELET, REINFORCEMENT	HD	PROTECTOR, DOCUMENT EXC	BX		
FASTENERS, PAPER 2"	BX	PROTECTOR, DOCUMENT PLAIN	BX		
FILES, HANGING	25/BX	REMOVER, STAPLER	EA	COMMENTS:	
FOLDER, BROWN POCKET	12/PG	RIBBON, SWINTEC 640	EA		
FOLDER, BROWN	12/PG	RIBBON, SWINTEC 4000	EA		
FOLDER, GREEN	12/PG	RIBBON, SWINTEC			
		CORRECTION TAPE	EA		
MANILA	12/PG	RUBBERBAND LARGE	BG		
INK, BLACK	BT	RUBBERBAND, SMALL	BG		
LABELS, ADDRESS	BX	RULER 12"	EA		
LIQUID, PAPER (WHITE OUT)	BT	SCISSORS	EA		
MAMRKER, FELT BLACK	6/PG	STAND, CALENDAR 3-MONTH	EA		
MARKER, FELT BLUE	6/PG				

NAVHOSP 29PALMS FORM 10460/1A
(Rev. 3/95)

NAVHOSP29PALMSINST 6710.1B
25 July 1997

APPENDIX D

STOREROOM ADDITION FORM

FROM: _____ DATE: _____

UNIT/CLINIC: _____ PHONE: _____

1. Suggest that the following item be added to the medical storeroom inventory.

NSN: _____-____-____-_____ (If known)

NOMENCLATURE: (Be as specific as possible)

*Use the reverse side of this form to identify your recommended source(s).

2. The reason I recommend addition of this item is:

3. Is this item used with any existing equipment? () YES () NO

4. If yes: Item name _____

Model #: _____ Bar Code #: _____

5. Anticipated usage rate: _____

Unit of use (i.e. each, case, etc.) _____

Per (week, month, day, etc.) _____

6. Do you know any other areas within the command that might use these items? If so please list:

NOTE: Do not use this form to request addition of pharmaceuticals.
These request must go through the Pharmacy.

NAVHOSP29PALMS Form 6700/08
(Rev. 7/97)

Appendix D
to Enclosure (1)

NAVHOSP29PALMSINST 6710.1B
25 July 1997

SOURCE #1:

COMPANY: _____
ADDRESS: _____

PHONE: _____ FAX: _____
MODEL #: _____ PART #: _____

SOURCE #2:

COMPANY: _____
ADDRESS: _____

PHONE: _____ FAX: _____
MODEL #: _____ PART #: _____

SOURCE #3:

COMPANY: _____
ADDRESS: _____

PHONE: _____ FAX: _____
MODEL #: _____ PART #: _____

NAVHOSP29PALMS Form 6700/08
(Rev. 7/97)

Appendix D
to Enclosure (1)

NAVHOSP29PALMSINST 6710.1B
25 July 1997

APPENDIX E

STOREROOM DELETION FORM

From: _____ Date: _____
Ward: _____ Phone: _____

1. Suggest that the following item be considered for
deletion from CSR or Medical Supply Storeroom inventories.

NSN# _____ Nomenclature _____

2. The reason I recommend deletion of this item is:

3. Is this item used with an existing equipment? Yes__ No__

4. If used on a piece of existing equipment, please name the
item: _____ Model: _____

5. Do you know of any other areas of the command that might use
the item proposed for deletion If so, please list:

Note: Do not use this form to suggest deletion of pharmaceuticals.
Send a memorandum with your recommendation to the Head, Pharmacy
Department.

NAVHOSP29PALMS Form 6700/12
(Rev. 7/97)

Appendix E
to Enclosure (1)

APPENDIX F

DECLARATIONS TO USE ON PURCHASE REQUESTS

When ordering equipment and/or supplies, your purchase request requires up to three separate declarations. Pick one from column A for all purchases and include one from column B for equipment purchases. Information in column C is required when applicable. Use either the singular or plural form, as required.

COLUMN A - HAZARDOUS

1. Item is non-hazardous.
2. Item is hazardous material and/or uses known hazardous material which are on this clinic or department's Hazardous Material Inventory and Authorized Use List. A material Safety Data Sheet is on file for any hazardous natural to be used with these supplies/equipment.

(Note: If this is a new item which is hazardous in its own right (i.e. Lasers) or which uses hazardous materials, check with the Safety Manager before you submit your Purchase Request.)

COLUMN B - SYSTEMS ITEMS

1. New item(s) acquisition. Will not be attached to or part of another item/system.

2. Item(s) is/are being acquired as addition(s) to an existing item/system. Total value, including this/these item(s) will NOT exceed \$15,000.00. The Plant Property number of the basic item/system is:

3. Item(s) is/are being acquired as addition(s) to an existing item/system. Total value, including this/these items(s) WILL \$15,000.00. The Plant Property number of the basic item/system is:

4. Item(s) is/are being acquired as replacements for existing item(s) ("repair by replacement"). The item(s) to be replaced are identified as follows: (Note: List old item(s) Plant Property or Minor Property number(s), serial number(s) etc., on the Purchase Request or on a separate memorandum.

COLUMN C - TRADE-INS

1. This purchase is supported by a trade-in allowance. Item to be traded has an allowance value of \$_____. Item to be traded as Plant Property #_____. Total value of the item/system, both before and after this action WILL NOT exceed \$15,000.00.

2. This purchase is supported by a trade-in allowance. Item to be traded has an allowance value of \$_____. Item to be traded as Plant Property #_____. Total value of the item/system, both before and after this action WILL meet or exceed \$15,000.00.

(NOTE: Unit value is not decreased by value of trade-in allowance (i.e. If an item costs \$18,000.00 and the trade-in has an allowance of \$4,500.00 the net value will remain at \$18,000.00.))

Note: Purchase requests which are received without necessary declaration must be returned to the originator without further action. The Purchase Requests will be returned by either (1) Equipment Manager, (2) Fiscal, or (3) Material Management's Technical Review Branch.

APPENDIX G

ITEMS REQUIRING SPECIAL ATTENTION

Electric and Electronic Typewriters and Word Processing Equipment

- Equipment which communicates (interface), has memory over 200,000 characters/100 pages, proportional spacing, or other typesetting features.

Filing Systems and Equipment

- Shelf files with fixed, roll-out, or mobile shelving, powered files (rotary, revolving, conveyors) for papers, cards. Tape reels, tubs and open access. Not applicable to: Map/plan cabinets, storage of funds, precious metals, narcotics, security items, automated materials handling equipment, book or tool shelves.

Microfilm Equipment

- All equipment capable of reducing documents to microfiche, 35mm reels, etc. Procurement of minor microfilm items such as readers and reader/printers is excluded.

Telecommunications/Radio Equipment

Materials Handling Equipment

- Forklifts, warehouse tractors, pallet trucks, etc.

Leased Clinical Equipment

- Depending on source of funds, length of lease, and total costs, various reviews must be obtained.

Civil Engineering Support Equipment

Photographic and Audiovisual Equipment

- Projectors, tape recorders, video recorder/playback units, and TVs.

Information Systems/computers

- Hardware, software, expansion, repair, and service. Contact the Management Information Department for specific requirements.

APPENDIX H

SOLE SOURCE PROCUREMENT
JUSTIFICATION DOCUMENT

Requisition Number: _____

Description of item: _____

A. Does the attached requisition for goods/service represent the Government's MINIMUM needs? (Any requirements beyond minimum must be broken out and completed in another purchase).

____YES ____NO explain: _____

B. Is the item proprietary? Specifically, does the vendor have a patent, copyright, or other legal right which identifies him as the sole provider. ____YES ____NO. If yes, provide documentation and STOP HERE. If no, continue completing the rest of this form.

C. What unique capabilities does the proposed vender possess which makes him the only company capable of satisfying the government's minimum requirements? _____

D. Is time the constraining factor? ____YES ____NO. If Yes, what evidence exists to support urgency? Provide complete justification for required deliver date. _____

E. Is desired material to be used in conjunction with a piece of equipment? ____YES ____NO. If Yes, does the government own the equipment or lease it? ____OWN ____LEASE. If lease what is the MONTHLY lease cost? _____

NAVHOSP29PALMSINST 6710.1B
25 July 1997

F. Was a market search or other informal survey conducted in an attempt to find additional vendors? ☐ YES ☐ NO. If yes, provide names of vendors contacted and a synopsis of why they could not meet the minimum requirements. If NO, provide documentation of how it was determined that this source is the only one who can provide this requirement. _____

G. Has the item been procured previously? ☐ YES ☐ NO. If yes, provide vendors names and address. _____

H. Is there specifications, technical data package, engineering description, statement of work, or purchase description available which is sufficient for competitive procurement? ☐ YES ☐ NO. How much lead time is required to develop one? _____. Can the requirement be postponed until a competitive package is developed? ☐ YES ☐ NO. If no, why? _____

I. Can any portion of the requirement be segmented and some portion completed? ☐ YES ☐ NO, Why? _____

J. Is the procurement the result of an unsolicited proposal? Specifically, did the vendor approach the requisitioner to offer goods or service for which the government had no previous equipment? ☐ YES ☐ NO. If yes, provided complete details. _____

Appendix H
to Enclosure (1)

K. Will the government be injured if this noncompetitive procurement is not made? YES NO. If yes, how? Provide estimates of additional cost to be incurred and a statement of impact if this procurement is not made as a sole source.

L. What steps are being taken to foster competition for the future procurement?

M. When was the need for material first identified?_____

When was funding available?_____

Signature

Date

Contracting Officer/Competition Advocate Endorsement

 Approved Disapproved

Comments:

Competition
Advocate

Date

Contracting
Officer

Date

APPENDIX I

SELF-SERVICE CENTER SHOPPING LIST (4404)

NAVMC 10700 (REV 2-78)
SN: 0000-00-006-2261 U/I: PD (100 SHEETS PER PAD)
PREVIOUS EDITION MAY BE USED

=====

INSTRUCTIONS	STAMP CHARGE PLATE HERE
--------------	-------------------------

=====

Prepare in triplicate.
The NSN portion of this Shopping list must be completed prior to
going through check out counter.
If the issue of an item is a non-recurring demand (NRD) place NRD in
the item number column.
Unit of issue, Quantity, and Description are for customer use if desired.

=====

ITEM NO.	NATIONAL STOCK NUMBER	UNIT OF ISSUE	QTY.	QUANTITY ISSUED	DESCRIPTION (IF DESIRED)
	8-20			25-29	

<u>1</u>					
<u>2</u>					
<u>3</u>					
<u>4</u>					
<u>5</u>					
<u>6</u>					
<u>7</u>					
<u>8</u>					
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<u>14</u>					
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<u>16</u>					
<u>17</u>					
<u>18</u>					

=====

RECEIVED BY	DATE	REQUESTING UNIT
-------------	------	-----------------

=====

POINT OF CONTACT		PHONE		REQUISITION NUMBER N35949-		DEPARTMENT		AUTHORITY FY JON	
AUTHORIZED SIGNATURE		DATE SUBMITTED		DATE REQUIRED		BPA NUMBER CALL NUMBER		UNIT NUMBER TOTAL PRICE	
TECH AND RESEARCH USE ONLY YES <input type="checkbox"/> NO <input type="checkbox"/> PSS <input type="checkbox"/> <input type="checkbox"/> NIB/NISH <input type="checkbox"/> <input type="checkbox"/>		COMMENTS		FISCAL DEPARTMENT USE ONLY YES <input type="checkbox"/> NO <input type="checkbox"/> FUNDS <input type="checkbox"/> <input type="checkbox"/> APPROVED BY _____ EXPENSE ELEMENT _____		SPECIAL APPROVAL WHY _____ WHO _____ AUTHORIZED SIGNATURE _____		ADP EQUIPMENT/SUPPLIES COMPLIES WITH SECNAVINST 5231.1C YES <input type="checkbox"/> NO <input type="checkbox"/> ASDP ON FILE IN MID YES <input type="checkbox"/> NO <input type="checkbox"/> AUTHORIZED SIGNATURE _____	
SIGNATURE _____		ACC _____							
HAZARDOUS MATERIAL		YES <input type="checkbox"/> PRIORITY OKAY <input type="checkbox"/>		YES <input type="checkbox"/>					
DESCRIPTION OF ITEM REQUIRED									
IDENTIFICATION FOR NON NSN ITEMS									
RECOMMENDED SOURCE									
CONTACT									
PHONE NUMBER									
FAX NUMBER									
PART NUMBER									
MANUFACTURER									
SIZE									
COLOR									
COG M & S									
NATIONAL STOCK NUMBER									
U/I									
QTY									
UNIT PRICE									
EXTENDED PRICE									
JON									
DOC IDENT									
RIG IDENT									
S V C									
UIC									
JUL DATE									
SERIAL									
D E M									
SUPPLY ADDRESS									
S I G									
FUND									
DIST									
PROJ									
PRI									
RDD									
ADV									
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66									

TWENTYNINE PALMS-PRIME VENDOR STOCK SHEET

NSR OR DEPT	MANUFACTURER	DESCRIPTION	MFG CAT #	ORDER QTY	BAY CAT#	VEND ID#	PRICE#1	UM #1	PRICE#1	UM #2	PKG DETAIL	MTHLY ISSUE
986												
C 65050004817557	HUNTINGTON LABS	SOLUTION PVP SCRUB		239904-004		PO20094H5047	45.17 CS		1.089.74	50EA/CS		
C 65050075400374	HUNTINGTON LAB	SOLUTION PVP PREP		29906-001		PO20094H5047	12.99 GL		7.13	GL		
C 6505009947224	PERDUE	BETAIDINE SCRUB		BCI.01G			0.00 EA		83.77	1 GAL		
C 6505013306254	BAXTER S/P	IDEXTROSE INJ		280063Q			0.00 CS		42.86	24BT/CS		
C 65050133098926	BAXTER	SOD CHL IRRIG		2F77124			0.00 EA		17.67	12BT/CS		
C 6505013454468	LABCRAFT	GLUCOSE TEST SOLUTION		332103			0.00 BX			CS		
C 650501LL002980	CO.GAL/EMENEN	BABY MAGIC BATH FOZ		61336			0.00 CS		6.18	24EA/CS		
C 6510001110705	KENDALL	IDRG NON-ADH TELFA STRL		KC1060			6.20 CT		0.63	50EA/CT		
C 6510001161311	KENDALL	SPONGE SURGICAL 4X4		KC8939		LA12093H5221	0.63 TR		0.73	1PK/TR		
C 6510002014000	PROFESSIONAL MED	COTTON ROLL ABSORB		4621		PO20094H5039	5.78 CS		5.74	25BX/CS		
C 6510009268882	KENDALL	CURASILK TAPE 1" X 10		KC7138		LA12093H5221	6.84 BX		6.82	12R/BX		
C 6510009355820	ZIMMER	ORTHO WRAP 2'X6 YDS		4444-01200	DO	PO20094H5007	42.58 BX		42.45			
C 6510009355821	ZIMMER	ORTHO WRAP 3'X6 YDS		4444-01300	DO	PO20094H5007	54.81 BX		54.65			
C 6510009355822	ZIMMER	ORTHO WRAP 4' X 6 YDS		4444-01400	DO	PO20094H5007	71.93 BX		71.72			
C 6510011715103	BEIRSDORF INC.	ELASOMULL GAUZE BUDG STRL		23631-604		LA12093H5228	6.28 BX		6.26	12R/BX		
C 65105012478925	BAXTER	EST SETS		LKR72		LA12093H5178	0.00 BX		1.089.74	3KT/BX		
C 65105013784694	ETHICON	LAPAROSCOPE CHOIL KIT		KCR961		LA12093H5221	7.18 BX		7.13	100EABX		
C 65110001186184	KENDALL	PAOS TELFA 2X3 STRL		KC1972		PO20094H5047	84.02 CS		83.77	CS		
C 6515000892208	BAXTER	BASIC SOLN SET INJ SITE		2C5405		PO20094H5047	0.00 CS		42.86	50EA/CS		
C 6515001036659	BECTION DICKINSON	SHAVE PREP TRAY W/SPONGE		PD4004		PO20094H5047	17.72 BX		17.67	100BX 58X/CS		
C 6515002267692	BAXTER	TRIFLEX EXAM GLV LG STRL		2D7003		PO20094H5047	0.00 BX					
C 6515003245500	DYNAREX	TONGUE DEPRESSOR		DD411			0.00 CS			50EA/CS		
C 6515004361881	BAXTER	SUTURE REMOVAL KIT		PF830			14.28 BX		14.24	100EABX		
C 6515007540406	BECTION DICKINSON	SYRINGE SLIP TIP 5cc		BF301603		LA12093H5180	39.84 CS		38.82	50EA/CS		
C 6515008120731	ARGYLE SHERWOOD	TUBE YANKAUER SUCTION		88-501015	SK	PO20094H5022	0.28 EA		0.28	EA		
C 6515008268854	SMITH & NEPHEW	PENROSE TUBING 12'X3/8"		5771115	SK	PO20094H5022	0.28 EA		0.28	EA		
C 6515009268855	SMITH & NEPHEW	PENROSE TUBING 12' X 9/8"		5771117		PO20094H5022	14.16 BX		14.23	50EA/BX		
C 6515009268936	SMITH & NEPHEW	PENROSE TUBING X-RAY 7/8		6638		LA12093H5178	14.27 DZ		14.23	DZ		
C 6515009608193	ETHICON	ETHILON SUTURE SZ 3.0		92011		LA12093H5009	58.71 CS		58.54	1000EA/CS		
C 6515010087103	SHERWOOD MEDICAL	NEEDLE & MULTI-SAMPLER E.21X1		82101		LA12093H5215	36.17 BX		36.07	50EA/BX		
C 6515010094528	CINCINNATI SURGICAL	CARBON STEEL SURGICAL BUD		PP4173	PO	PO20094H5047	33.80 BX		33.70	100EABX		
C 6515010451266	JOHNSON & JOHNSON	3.0Z STRL BULB SYRINGE		PE20173		PO20094H5003	29.67 CS		29.58	50EA/BX		
C 651501046717	JOHNSON & JOHNSON	CATH IV JELCO 22G X 1/4		JJ4056		LA12093H5215	36.17 BX			50EA/BX		
C 6515010658035	PARKER LABS	ELECTRODE GE		70315-025		PO20094H5047	21.70 DZ		21.64	12EADZ		
C 6515011263943	SHERWOOD MEDICAL	FLUAC PROBE COVER		84-350000		LA12093H5009	99.60 CS		99.31	500EA/CS		
C 6515011664257	HEWLETT PACKARD	ELECTRODE DISP FETAL SCALP		151333	HP	PO20094H5047	0.00 CS		301.06	500EA/CS		
C 6515011498839	BAXTER	GLOVE SURGICAL SZ 6 1/2		207252		PO20094H5047	23.54 BX		23.47	40PR/BX		
C 6515011498841	BAXTER	GLOVE SURGICAL SZ 7 1/2		207254		PO20094H5047	22.36 BX		22.30	40PR/BX		
C 6515011498842	BAXTER	GLOVE SURGICAL SZ 8		207265		PO20094H5047	40.24 BX		40.12	40PR/BX		
C 6515011535618	BAXTER-FENWAL	BAND, BLEED RECP		4R4609	FU		0.00 CS					
C 6515011667760	JOHNSON & JOHNSON	CATH IV JELCO 16G		JJ4042		LA12093H5215	36.17 BX		36.07	50EA/BX		
C 6515011070753	WEI CHA-LI'YIN	DISP DIAGNOSTIC FAR SPEC		31237-010		LA12093H5166	16.78 BX		16.73	25PR/BX		
C 6515012017046	TECNOL	MASK SURGICAL W/SHIELD		41723-080		PO20094H5027	13.37 BX		13.33	25EABX		
C 6515012154115	ETHICON	SKIN STAPLE REMOVER		PSX		LA12093H5178	26.62 BX		26.54	12EABX		
C 6515012694207	BAXTER	CATHETER IN QUICK		2N1117R		PO20094H5047	214.93 CS		214.30	200EA/CS		
C 6515012898928	BECKTON DIKINSON	NDL SYRINGE 5cc 23GX1"		BC309668		LA12093H5180	21.74 BX		21.67	100EA/BX		
C 6515013568511	BECKTON DIKINSON	STRINGE, LUER LOCK 10CC		BF-309604		LA12093H5190	15.42 BX		15.38	100EA/BX		
C 6515013648148	ABBOTT	WE DONT DISTRIBUTE		01671-02-02								
C 6515013648553	PHOENIX MEDICAL	GLV MED POWDER FREE		PL1002M			0.00 BX			100EA/BX		
C 6515013648554	ANSELL	GLOVE EXAM LATEX LG		7852	AD	PO20094H5047	4.10 BX		4.09	50PR/BX		
C 651501LL002973	BAXTER	TUBING 5mm X 10"		PN510		PO20094H5047	0.00 CS		32.32	30EA/CS		
C 651501LL003064	ALADAN CORP	GLOVE EXAM N-STR MED		1402	AC	PO20094H5000	4.04 BX		4.03	100EA/BX		
C 651501LL003070	CONMED CORP	NEDERMAN TAPE		1690-005			0.00 CS			600EA/CS		
C 651501LL100004	ARGYLE & SHERWOOD	TRAP DELEE MUGS 8 FR		88-257378		PO20094H5047	76.27 CS		76.04	50EA/CS		
C 651501LL1003065	ALADAN	GLOVES HYPOAL LATEX LG		1053	AC	PO20094H5000	8.34 BX		8.31	100EA/BX		
C 6530000756636	BAXTER S/P	URINE SPEC KIT		U2200-3	HC	PO20094H5017	63.75 CS		45.58	500P/CPK		
C 6530001278612	AMERICAN THRESHOLD	WRAP STRL CSR		424		PO20094H5033	45.71 CS		45.58	500EA/CS		

PURCHASE ORDER

IMPAC CARD PO #:

MARK FOR: NAVAL HOSPITAL
Dept Name:
POC:
PH #:
JON #:

TO: CO Name/Address:

SHIP TO

RECEIVING OFFICER
NAVAL HOSPITAL
BLDG 1145, MCAGCC
TWENTYNINE PALMS, CA
92278-8250

TRANSACTION NO:

PH #:

FAX #:

GSA/FSS#:

P.O. DATE	JON #	REQ'D DELIVERY DATE	SHIP VIA	F.O.B.	TERMS	
REQ #	DESCRIPTION OF ITEM/MANUFACTURE PART #			QTY	UNIT PRICE	TOTAL PRICE
Transport						

\$0.00

TOTAL DUE

NO TAX AUTHORIZED

95-3104040
TAX EXEMPT

CARDHOLDER SIGNATURE

Appendix O
to Enclosure (I)